



North Carolina Department of Health and Human Services  
Division of Aging and Adult Services

2101 Mail Service Center • Raleigh, North Carolina 27699-2101  
Courier 56-20-02 Phone 919-733-3818 Fax 919-715-0023

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Karen E. Gottovi, Director  
(919) 733-3983

July 6, 2005

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES, AREA MENTAL HEALTH  
DIRECTOR, HEALTH DEPARTMENT DIRECTOR AND DEPARTMENT ON  
AGING DIRECTOR**

**SUBJECT: Midyear DHHS Blanket Bond Reconciliation and Collection of  
Demographic Information**

**Midyear Reconciliation**

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is preparing for the midyear reconciliation of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. This reconciliation is part of the Division's responsibility in managing the DHHS Blanket Bond.

It is important that the Division's records be kept current to maintain valid coverage for each ward registered in the DHHS Blanket Bond system. The midyear reconciliation gives both the Division and local human services agencies an opportunity to update their listings in preparation for the annual reconciliation to the insurance carrier.

The attached "Wards by Agency Report" lists the wards for whom our records indicate you have guardianship responsibility. The report was current as of July 6, 2005, the date it was printed. We request that you closely review each entry on the report, paying particular attention to the following items:

1. Wards you are no longer responsible for and whose names should be deleted from your list.
2. Wards you are responsible for but whose names are not on the list.
3. Wards' dates of birth.
4. The amount of the estate and bond coverage listed for each ward.
5. The name and position of the public agent guardian.

Dear County Director  
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All changes to update the DHHS Blanket Bond must be submitted on the DHHS-7016 (rev. 1/04). A copy of this form is attached for your convenience. Please make additional copies of this form if you are updating the status of more than one ward. You can also access this form online at <http://info.dhhs.state.nc.us/olm/manuals/doa/gs/man/dhhs7016.pdf>.

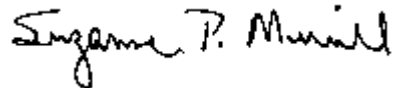
**Demographic Information Needed**

The DHHS-7016 collects demographic information that was not found on the prior form. If you have not previously submitted a revised DHHS-7016 for each of your wards, please do so during this midyear reconciliation.

All changes necessary to update your listing and add demographic information should be sent to Kate Walton, Guardianship Program Consultant in the Adult Services Section of the NC Division of Aging and Adult Services. Please submit all changes and revised DHHS-7016 forms to Ms. Walton by August 5, 2005.

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818. County departments of social services may contact their Adult Programs Representatives.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large, stylized 'S' and 'M'.

Suzanne P. Merrill, Chief  
Adult Services Section

SM/ksw  
AFS-06-2005  
Attachments